

Southeastern Technical College

Instructor Job Description: Electrical Construction and Maintenance

Nature of Position

The Electrical Construction & Maintenance Instructor is responsible for providing organized, up-to-date, and meaningful instructional activities which allow students to meet instructional competencies as outlined in course curriculum for the program. The instructor is responsible for influencing students in a wholesome and constructive manner. TCSG programs standards and program guides provide the basis for instruction and guiding the student in the development of essential occupational skills to include identifying and selecting appropriate resources and teaching methods and evaluating the satisfactory completion of stated competencies. The instructor will participate in Marketing/Retention efforts as established. The instructor will model appropriate work ethics to demonstrate affective behavior commensurate with student expectations. Also, a caring attitude toward students= success and a demonstration of intellectual insight and integrity representative of Southeastern Technical College are expected at all times. This person serves as the lead instructor for the Industrial Electrical Systems Maintenance program grouping. The lead instructor will work with other program faculty on all campuses to complete the program budget, schedules, SPIRIT, book orders, and other duties as needed.

This position description has been prepared to assist in defining responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete listing of job duties, responsibilities, and/or essential functions. The descriptive characteristics of this position are representative of those an employee must meet or will encounter while performing the essential functions of this job and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The organization retains the right to add or change any section of this description as necessary.

Responsibilities and Performance Expectations

Institutional Mission Performance Expectations:

Participates in on-going annual/strategic planning processes and honors reporting deadlines

Lead Instructor Performance Expectations:

Program information in STC Catalog and website is correct and current. Book orders are accurate. Verifies advisory committee minutes are submitted in a timely manner. Gathers program data to present at advisory committee meetings. Ensures all student and program outcomes are entered, analyzed, and results are used for improvement into the SPIRIT system. Compiles program budget.

Program Promoter Performance Expectations:

Actively participates in marketing/recruiting/retention efforts as outlined in school's manual as requested. Communicates with program faculty routinely regarding curriculum needs. Makes public aware of courses through various public relations activities. Completes prospect contacts in an appropriate timeframe Maintains a minimum of 100% of contacts for leads for Academic Affairs semester recruitment reports. Meets or exceeds required number of business & industry visits each term.

Program Planner Performance Expectations:

Utilizes program advisory committee. Develops goals and long-range plans. Maintains up-to-date equipment improvement plan.

Program Manager Performance Expectations:

Maintains up-to-date course information. Syllabi including lesson plans must be updated for each term or otherwise requested, including all course requirements and assignments, and must be implemented for all students. Performs student advisement correctly and effectively. Maintains student records in an orderly manner. Maintains student attendance records and reports “No Shows” and “Withdrawal Based on Attendance” forms following STC guidelines/deadlines regarding when the forms should be submitted, as failure to may result in students receiving financial aid, which the college, may not be able to recover. Maintains current facilities and equipment. Oversee, facilitate, and mentor part-time faculty within the program as appropriate. Organizes lab and classroom with instructional resources available.

Instructor Performance Expectations:

Maintains program curriculum standards & statewide revisions. Varies teaching methods according to individual needs. Utilizes student evaluation instruments. Demonstrates effective training techniques. Displays adequate knowledge of subject area. Displays effective interpersonal skills with students. Selects student instructional supplies and equipment. Develops teacher-made instructional materials as appropriate. Provides outside-the-classroom learning experiences, i.e., field trips, job observations, guest speakers, co-op. Provides safe and appropriate learning environment.

Member of the Training Profession Performance Expectations:

Maintains ethical standards, i.e. student confidentiality, honesty, etc. Continues Education and professional development. Serves on school committees. Maintains membership professional or civic organizations, and peer groups. Maintains positive interaction with other instructors and professional staff.

Work Ethics Performance Expectations:

Enhances the mission of the institution by working as a team player. Maintains confidentiality. Complies with the policies and procedures of the College and the Technical College System of Georgia. Works a flexible schedule as needed to meet the needs of the customer. Demonstrates courteous behavior toward customers (students, parents, employers, media, and organizational co-workers).

Minimum Qualifications

Faculty teaching non-degree diploma or certificate of credit occupational courses: (a) a diploma in the teaching discipline, (b) occupation related college courses, (c) specialized training directly related to the courses taught, or (d) competence gained through work experience and/or other demonstrated competencies and achievements. Where applicable, licensing board, and/or program specific accreditation requirements must be met.